

Mill Creek Special Service Area (SSA) Advisory Board
Valleybrook Community Church
ON377 N Mill Creek Dr.
Geneva, IL 60134
Monday, April 28, 2025 at 6:30 p.m.

Tom Zobitz (Chair), Tom Giammanco, Mary Kobbeman, Phil Morris,
Daniel Risch, Brad Rosenberg, Mike Ulaszek, & Heidi Urbelis

AGENDA

1. Call to Order
2. Roll Call
3. Comments from the Public
4. Approval of Minutes: March 31, 2025
5. MCSSA Financial Reports
6. Communications
7. Objectives for 2025 and prioritization of goals (Chair Zobitz)
 - a. Sidewalks – Trip, ADA, drainage, damage
 - b. Roads and repairs – potholes, resurfacing, damage
 - c. Landscape and appearance – trees, mulch, plantings
 - d. Native areas – invasive species and appearance
 - e. Monuments and signs – appearance and maintenance
8. Kane County Board Report (Fahnestock)
9. Mill Creek SSA Coordinator's Report (Meyer)
 - a. Projects
 - b. Sidewalks and ADA Progress Report
 - c. Perennials & Native Areas
 - d. Maintenance and Repairs – Brush pickup
10. Items requiring Advisory Board Action
 - a. Election of Officers
 - i. Chairperson – nomination and election
 - ii. Vice Chairperson – nomination and election
 - b. Meeting location
 - i. Valleybrook Community Church
 - ii. Kane County Government Center - Auditorium
 - c. Meeting schedule
 - i. Monthly
 - ii. Every other month
11. Other Business
12. Adjournment

**MILL CREEK SPECIAL SERVICE AREA
ADVISORY BOARD**

Government Center Auditorium
719 S. Batavia Ave Bldg. A Geneva IL, 60134

The Kane County Mill Creek SSA Advisory Board was
held Monday March 31st, 2025 at 6:30 p.m.

CALL MEETING TO ORDER

Tom Zobitz called the meeting to order at 6:32 pm.

ATTENDANCE

Roll call taken by Brooke Roff

Members Present: Tom Zobitz, Heidi Urbelis, Daniel Risch, Tom Giammanco and Mary Kobbeman

Absent: Phil Morris, Brad Rosenberg & Mike Ulaszek

Also Present: Bill Meyer (SSA Coordinator)

APPROVAL OF MINUTES

Motion to approve February's minutes with motion to approve by Mary Kobbeman and seconded by Tom Giammanco. All in favor.

PUBLIC COMMENT

- Bill Earle - Request for an update on sidewalk repairs throughout the years
- Fran Stilwagner - Request to have a maple tree removed for a root system that is infringing on the sidewalk

MCSSA FINANCIAL REPORTS

- Roger Fahnestock went over Mill Creek budget (Balance Sheet, Budget Performance Report, Detailed Ledger, Budget Worksheet, Budget Transaction Report).

COMMUNICATIONS REPORT

- Notification provided to the Advisory Board that the County has an insurance claim filed related to Mill Creek

OBJECTIVES FOR 2025 AND PRIORITIZATION OF GOALS

- Sidewalks – ADA, drainage, damage
- Roads and repairs – potholes, resurfacing, damage
- Landscape and appearance – trees, mulch, plantings
- Native areas – invasive species and appearance
- Monuments and signs – appearance and maintenance

KANE COUNTY BOARD REPORT

MILL CREEK SSA COORDINATOR'S REPORT

- Working with HLR on the native areas, waiting for 3 proposals to come back
- Working with Safe Step to do cutting of trip hazards in S Mill Creek
- Waiting for bid replies on brush pick-up

ITEMS REQUIRING ADVISORY BOARD ACTION

- None

OTHER BUSINESS

- Presentation and discussion of the Mill Creek Bylaws

ADJOURN

Motion made by Mary Kobbeman seconded by Tom Giammanco to adjourn meeting.

	AYES	NAYES	ABSENT	ABSTAIN
Mary Kobbeman	X			
Heidi Urbelis	X			
Thomas Zobitz	X			
Mike Ulaszek		X		
Phil Morris		X		
Brad Rosenberg		X		
Daniel Risch	X			
Tom Giammanco	X			

Meeting adjourned at 7:26pm.

Next meeting: April 28th, 2025

Recording Secretary:
Morgan Osborn



MCSSA Budget Performance Report

Fiscal Year to Date 03/31/25

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 520 - Mill Creek Special Service Area										
	EXPENSE									
	Personnel Services- Salaries & Wages									
40000	Salaries and Wages	72,097.00	1,219.00	73,316.00	8,375.61	.00	23,730.90	49,585.10	32	23,361.26
	Personnel Services- Salaries & Wages Totals	\$72,097.00	\$1,219.00	\$73,316.00	\$8,375.61	\$0.00	\$23,730.90	\$49,585.10	32%	\$23,361.26
	Personnel Services- Employee Benefits									
45000	Healthcare Contribution	19,100.00	.00	19,100.00	2,300.01	.00	6,154.19	12,945.81	32	6,578.26
45100	FICA/SS Contribution	5,516.00	96.00	5,612.00	640.73	.00	1,815.41	3,796.59	32	1,768.21
45200	IMRF Contribution	3,937.00	67.00	4,004.00	457.32	.00	1,283.46	2,720.54	32	1,068.38
53010	Workers Compensation	1,248.00	22.00	1,270.00	.00	.00	1,270.00	.00	100	.00
	Personnel Services- Employee Benefits Totals	\$29,801.00	\$185.00	\$29,986.00	\$3,398.06	\$0.00	\$10,523.06	\$19,462.94	35%	\$9,414.85
	Contractual Services									
50150	Contractual/Consulting Services	40,200.00	.00	40,200.00	.00	(112,586.63)	5,926.77	146,859.86	-265	23,539.06
50160	Legal Services	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	.00
50480	Security Services	9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0	.00
52020	Repairs and Maintenance- Roads	128,000.00	.00	128,000.00	16,000.00	.00	64,000.00	64,000.00	50	48,000.00
52120	Repairs and Maint- Grounds	570,000.00	.00	570,000.00	773.25	(4,700.32)	2,232.70	572,467.62	0	66,564.49
52180	Building Space Rental	17,000.00	.00	17,000.00	1,100.88	(5,209.09)	5,320.87	16,888.22	1	4,390.31
52230	Repairs and Maint- Vehicles	2,500.00	.00	2,500.00	17.81	.00	17.81	2,482.19	1	.00
52250	Intersect Lighting Services	25,000.00	.00	25,000.00	.00	.00	2,276.41	22,723.59	9	3,541.66
53000	Liability Insurance	2,675.00	46.00	2,721.00	.00	.00	2,721.00	.00	100	.00
53020	Unemployment Claims	37.00	.00	37.00	.00	.00	37.00	.00	100	.00
53060	General Printing	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
53070	Legal Printing	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
55000	Miscellaneous Contractual Exp	136,914.00	.00	136,914.00	265.62	(10,139.56)	5,117.74	141,935.82	-4	.00
	Contractual Services Totals	\$939,326.00	\$46.00	\$939,372.00	\$18,157.56	(\$132,635.60)	\$87,650.30	\$984,357.30	-5%	\$146,035.52
	Commodities									
60000	Office Supplies	3,000.00	.00	3,000.00	215.38	.00	469.22	2,530.78	16	187.76
60010	Operating Supplies	3,000.00	.00	3,000.00	136.11	.00	408.33	2,591.67	14	371.78
60040	Postage	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
63020	Utilities- Intersect Lighting	17,100.00	.00	17,100.00	1,008.53	.00	2,577.05	14,522.95	15	2,073.80
63040	Fuel- Vehicles	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
64010	Cellular Phone	800.00	.00	800.00	.00	.00	.00	800.00	0	.00
	Commodities Totals	\$27,400.00	\$0.00	\$27,400.00	\$1,360.02	\$0.00	\$3,454.60	\$23,945.40	13%	\$2,633.34
	Transfers Out									
99001	Transfer to General Fund 001	25,419.00	.00	25,419.00	.00	.00	25,419.00	.00	100	25,490.00
	Transfers Out Totals	\$25,419.00	\$0.00	\$25,419.00	\$0.00	\$0.00	\$25,419.00	\$0.00	100%	\$25,490.00
	EXPENSE TOTALS	\$1,094,043.00	\$1,450.00	\$1,095,493.00	\$31,291.25	(\$132,635.60)	\$150,777.86	\$1,077,350.74	2%	\$206,934.97
Fund 520 - Mill Creek Special Service Area Totals		\$1,094,043.00	\$1,450.00	\$1,095,493.00	\$31,291.25	(\$132,635.60)	\$150,777.86	\$1,077,350.74		\$206,934.97
Grand Totals		\$1,094,043.00	\$1,450.00	\$1,095,493.00	\$31,291.25	(\$132,635.60)	\$150,777.86	\$1,077,350.74		\$206,934.97



MCSSA Budget Performance Report

Fiscal Year to Date 03/31/25

Include Rollup Account and Rollup to Account



MCSSA Budget Performance Report

Fiscal Year to Date 03/31/25

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 520 - Mill Creek Special Service Area										
	EXPENSE									
	Personnel Services- Salaries & Wages									
40000	Salaries and Wages	72,097.00	1,219.00	73,316.00	8,375.61	.00	23,730.90	49,585.10	32	70,704.01
	Personnel Services- Salaries & Wages Totals	\$72,097.00	\$1,219.00	\$73,316.00	\$8,375.61	\$0.00	\$23,730.90	\$49,585.10	32%	\$70,704.01
	Personnel Services- Employee Benefits									
45000	Healthcare Contribution	19,100.00	.00	19,100.00	2,300.01	.00	6,154.19	12,945.81	32	19,178.26
45100	FICA/SS Contribution	5,516.00	96.00	5,612.00	640.73	.00	1,815.41	3,796.59	32	5,402.77
45200	IMRF Contribution	3,937.00	67.00	4,004.00	457.32	.00	1,283.46	2,720.54	32	3,244.33
53010	Workers Compensation	1,248.00	22.00	1,270.00	.00	.00	1,270.00	.00	100	1,462.00
	Personnel Services- Employee Benefits Totals	\$29,801.00	\$185.00	\$29,986.00	\$3,398.06	\$0.00	\$10,523.06	\$19,462.94	35%	\$29,287.36
	Contractual Services									
50150	Contractual/Consulting Services	40,200.00	.00	40,200.00	.00	(112,586.63)	5,926.77	146,859.86	-265	892,683.05
50160	Legal Services	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	.00
50480	Security Services	9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0	.00
52020	Repairs and Maintenance- Roads	128,000.00	.00	128,000.00	16,000.00	.00	64,000.00	64,000.00	50	116,916.00
52120	Repairs and Maint- Grounds	570,000.00	.00	570,000.00	773.25	(4,700.32)	2,232.70	572,467.62	0	457,767.70
52180	Building Space Rental	17,000.00	.00	17,000.00	1,100.88	(5,209.09)	5,320.87	16,888.22	1	11,790.91
52230	Repairs and Maint- Vehicles	2,500.00	.00	2,500.00	17.81	.00	17.81	2,482.19	1	1,310.93
52250	Intersect Lighting Services	25,000.00	.00	25,000.00	.00	.00	2,276.41	22,723.59	9	16,101.80
53000	Liability Insurance	2,675.00	46.00	2,721.00	.00	.00	2,721.00	.00	100	2,124.00
53020	Unemployment Claims	37.00	.00	37.00	.00	.00	37.00	.00	100	35.00
53060	General Printing	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	104.25
53070	Legal Printing	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
55000	Miscellaneous Contractual Exp	136,914.00	.00	136,914.00	265.62	(10,139.56)	5,117.74	141,935.82	-4	24,826.32
	Contractual Services Totals	\$939,326.00	\$46.00	\$939,372.00	\$18,157.56	(\$132,635.60)	\$87,650.30	\$984,357.30	-5%	\$1,523,659.96
	Commodities									
60000	Office Supplies	3,000.00	.00	3,000.00	215.38	.00	469.22	2,530.78	16	1,834.75
60010	Operating Supplies	3,000.00	.00	3,000.00	136.11	.00	408.33	2,591.67	14	3,101.63
60040	Postage	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	1,216.88
63020	Utilities- Intersect Lighting	17,100.00	.00	17,100.00	1,008.53	.00	2,577.05	14,522.95	15	10,948.57
63040	Fuel- Vehicles	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	1,972.43
64010	Cellular Phone	800.00	.00	800.00	.00	.00	.00	800.00	0	997.72
	Commodities Totals	\$27,400.00	\$0.00	\$27,400.00	\$1,360.02	\$0.00	\$3,454.60	\$23,945.40	13%	\$20,071.98
	Transfers Out									
99001	Transfer to General Fund 001	25,419.00	.00	25,419.00	.00	.00	25,419.00	.00	100	25,490.00
	Transfers Out Totals	\$25,419.00	\$0.00	\$25,419.00	\$0.00	\$0.00	\$25,419.00	\$0.00	100%	\$25,490.00
	EXPENSE TOTALS	\$1,094,043.00	\$1,450.00	\$1,095,493.00	\$31,291.25	(\$132,635.60)	\$150,777.86	\$1,077,350.74	2%	\$1,669,213.31
Fund 520 - Mill Creek Special Service Area Totals		\$1,094,043.00	\$1,450.00	\$1,095,493.00	\$31,291.25	(\$132,635.60)	\$150,777.86	\$1,077,350.74		\$1,669,213.31
Grand Totals		\$1,094,043.00	\$1,450.00	\$1,095,493.00	\$31,291.25	(\$132,635.60)	\$150,777.86	\$1,077,350.74		\$1,669,213.31



MCSSA Budget Performance Report

Fiscal Year to Date 03/31/25

Include Rollup Account and Rollup to Account



MCSSA Detailed General Ledger

G/L Date Range 03/01/25 - 03/31/25

Include Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 520.690.730.40000 Salaries and Wages									
03/01/2025	2025-00001207	JE	HR	Payroll Post BIWEEKLY Biweekly 220256	Payroll Post		2,791.87	Balance To Date:	\$15,355.29
									18,147.16
	<i>Payroll Batch</i> BIWEEKLY	<i>Batch Number</i> 220256		<i>Employee Name</i> MEYER, WILLIAM E				<i>Gross Pay</i> 2,791.87 <i>Distribution Amount</i> Total	<i>Distribution Amount</i> 2,791.87 \$2,791.87
03/15/2025	2025-00001368	JE	HR	Payroll Post BIWEEKLY Biweekly 220257	Payroll Post		2,791.87		20,939.03
	<i>Payroll Batch</i> BIWEEKLY	<i>Batch Number</i> 220257		<i>Employee Name</i> MEYER, WILLIAM E				<i>Gross Pay</i> 2,791.87 <i>Distribution Amount</i> Total	<i>Distribution Amount</i> 2,791.87 \$2,791.87
03/29/2025	2025-00001574	JE	HR	Payroll Post BIWEEKLY Biweekly 220258	Payroll Post		2,791.87		23,730.90
	<i>Payroll Batch</i> BIWEEKLY	<i>Batch Number</i> 220258		<i>Employee Name</i> MEYER, WILLIAM E				<i>Gross Pay</i> 2,791.87 <i>Distribution Amount</i> Total	<i>Distribution Amount</i> 2,791.87 \$2,791.87
Month March 2025 Totals							\$8,375.61	\$0.00	\$23,730.90
Account Salaries and Wages Totals							\$8,375.61	\$0.00	\$23,730.90
G/L Account Number 520.690.730.45000 Healthcare Contribution									
03/01/2025	2025-00001207	JE	HR	Payroll Post BIWEEKLY Biweekly 220256	Payroll Post		766.67	Balance To Date:	\$3,854.18
									4,620.85
	<i>Payroll Batch</i> BIWEEKLY	<i>Batch Number</i> 220256		<i>Employee Name</i> MEYER, WILLIAM E				<i>Gross Pay</i> 2,791.87 <i>Distribution Amount</i> Total	<i>Distribution Amount</i> 766.67 \$766.67
03/15/2025	2025-00001368	JE	HR	Payroll Post BIWEEKLY Biweekly 220257	Payroll Post		766.67		5,387.52
	<i>Payroll Batch</i> BIWEEKLY	<i>Batch Number</i> 220257		<i>Employee Name</i> MEYER, WILLIAM E				<i>Gross Pay</i> 2,791.87 <i>Distribution Amount</i> Total	<i>Distribution Amount</i> 766.67 \$766.67
03/29/2025	2025-00001574	JE	HR	Payroll Post BIWEEKLY Biweekly 220258	Payroll Post		766.67		6,154.19
	<i>Payroll Batch</i> BIWEEKLY	<i>Batch Number</i> 220258		<i>Employee Name</i> MEYER, WILLIAM E				<i>Gross Pay</i> 2,791.87 <i>Distribution Amount</i> Total	<i>Distribution Amount</i> 766.67 \$766.67
Month March 2025 Totals							\$2,300.01	\$0.00	\$6,154.19
Account Healthcare Contribution Totals							\$2,300.01	\$0.00	\$6,154.19
G/L Account Number 520.690.730.45100 FICA/SS Contribution									
03/01/2025	2025-00001207	JE	HR	Payroll Post BIWEEKLY Biweekly 220256	Payroll Post		213.58	Balance To Date:	\$1,174.68
									1,388.26
	<i>Payroll Batch</i> BIWEEKLY	<i>Batch Number</i> 220256		<i>Employee Name</i> MEYER, WILLIAM E				<i>Gross Pay</i> 2,791.87 <i>Distribution Amount</i> Total	<i>Distribution Amount</i> 213.58 \$213.58



MCSSA Detailed General Ledger

G/L Date Range 03/01/25 - 03/31/25

Include Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 520.690.730.45100 FICA/SS Contribution									
03/15/2025	2025-00001368	JE	HR	Payroll Post BIWEEKLY Biweekly 220257	Payroll Post		213.58	Balance To Date:	\$1,174.68
									1,601.84
	<i>Payroll Batch</i>	<i>Batch Number</i>		<i>Employee Name</i>				<i>Gross Pay</i>	<i>Distribution Amount</i>
	BIWEEKLY	220257		MEYER, WILLIAM E				2,791.87	213.58
								Total	\$213.58
03/29/2025	2025-00001574	JE	HR	Payroll Post BIWEEKLY Biweekly 220258	Payroll Post		213.57		1,815.41
	<i>Payroll Batch</i>	<i>Batch Number</i>		<i>Employee Name</i>				<i>Gross Pay</i>	<i>Distribution Amount</i>
	BIWEEKLY	220258		MEYER, WILLIAM E				2,791.87	213.57
								Total	\$213.57
Month March 2025 Totals							\$640.73	\$0.00	\$1,815.41
Account FICA/SS Contribution Totals							\$640.73	\$0.00	\$1,815.41
G/L Account Number 520.690.730.45200 IMRF Contribution									
03/01/2025	2025-00001207	JE	HR	Payroll Post BIWEEKLY Biweekly 220256	Payroll Post		152.44	Balance To Date:	\$826.14
									978.58
	<i>Payroll Batch</i>	<i>Batch Number</i>		<i>Employee Name</i>				<i>Gross Pay</i>	<i>Distribution Amount</i>
	BIWEEKLY	220256		MEYER, WILLIAM E				2,791.87	152.44
								Total	\$152.44
03/15/2025	2025-00001368	JE	HR	Payroll Post BIWEEKLY Biweekly 220257	Payroll Post		152.44		1,131.02
	<i>Payroll Batch</i>	<i>Batch Number</i>		<i>Employee Name</i>				<i>Gross Pay</i>	<i>Distribution Amount</i>
	BIWEEKLY	220257		MEYER, WILLIAM E				2,791.87	152.44
								Total	\$152.44
03/29/2025	2025-00001574	JE	HR	Payroll Post BIWEEKLY Biweekly 220258	Payroll Post		152.44		1,283.46
	<i>Payroll Batch</i>	<i>Batch Number</i>		<i>Employee Name</i>				<i>Gross Pay</i>	<i>Distribution Amount</i>
	BIWEEKLY	220258		MEYER, WILLIAM E				2,791.87	152.44
								Total	\$152.44
Month March 2025 Totals							\$457.32	\$0.00	\$1,283.46
Account IMRF Contribution Totals							\$457.32	\$0.00	\$1,283.46
G/L Account Number 520.690.730.52020 Repairs and Maintenance- Roads									
03/21/2025	2025-00001471	JE	AP	A/P Invoice Entry	Accounts Payable		16,000.00	Balance To Date:	\$48,000.00
									64,000.00
	<i>Invoice Number</i>	<i>Vendor</i>	<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>		<i>Amount</i>	<i>Distribution Amount</i>
	6252	County Wide Landscaping, Inc.	Mill Creek SSA Monthly snow contract, payment 6 of 6 April	03/18/2025	EFT	95568		16,000.00	16,000.00
								Total	\$16,000.00
									\$16,000.00
Month March 2025 Totals							\$16,000.00	\$0.00	\$64,000.00
Account Repairs and Maintenance- Roads Totals							\$16,000.00	\$0.00	\$64,000.00



MCSSA Detailed General Ledger

G/L Date Range 03/01/25 - 03/31/25

Include Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	520.690.730.52120 Repairs and Maint- Grounds							Balance To Date:	\$1,459.45
03/10/2025	2025-00001300	JE	AP	A/P Invoice Entry	Accounts Payable		66.93		1,526.38
<i>Invoice Number</i>	<i>Vendor</i>	<i>Description</i>		<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>		<i>Amount</i>	<i>Distribution Amount</i>
4508-WM-02/25	JP Morgan Chase Bank N.A.	Meyer Visa Card 02/01/2025-02/28/2025		02/28/2025	EFT	95291		289.13	
(I) PC - 2167	JP Morgan Chase Bank N.A.	Building Management WILLIAM MEYER		02/28/2025	EFT	95291		289.13	66.93
							Total	\$578.26	\$66.93
03/19/2025	2025-00001471	JE	AP	A/P Invoice Entry	Accounts Payable		706.32		2,232.70
<i>Invoice Number</i>	<i>Vendor</i>	<i>Description</i>		<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>		<i>Amount</i>	<i>Distribution Amount</i>
CP35744	Cornerstone Partners	Trash can liners & police grounds -		03/14/2025	EFT	95567		706.32	706.32
	Horticultural Services Co.	February							
							Total	\$706.32	\$706.32
Month March 2025 Totals							\$773.25	\$0.00	\$2,232.70
Account Repairs and Maint- Grounds Totals							\$773.25	\$0.00	\$2,232.70
G/L Account Number	520.690.730.52180 Building Space Rental							Balance To Date:	\$4,219.99
03/21/2025	2025-00001471	JE	AP	A/P Invoice Entry	Accounts Payable		1,100.88		5,320.87
<i>Invoice Number</i>	<i>Vendor</i>	<i>Description</i>		<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>		<i>Amount</i>	<i>Distribution Amount</i>
4490-411 425	Tri City Land Management Co., LLC	Mill Creek Office Space Rental - April 2025		04/01/2025	EFT	95786		1,100.88	1,100.88
							Total	\$1,100.88	\$1,100.88
Month March 2025 Totals							\$1,100.88	\$0.00	\$5,320.87
Account Building Space Rental Totals							\$1,100.88	\$0.00	\$5,320.87
G/L Account Number	520.690.730.52230 Repairs and Maint- Vehicles							Balance To Date:	\$0.00
03/10/2025	2025-00001300	JE	AP	A/P Invoice Entry	Accounts Payable		17.81		17.81
<i>Invoice Number</i>	<i>Vendor</i>	<i>Description</i>		<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>		<i>Amount</i>	<i>Distribution Amount</i>
(I) PC - 2167	JP Morgan Chase Bank N.A.	Building Management WILLIAM MEYER		02/28/2025	EFT	95291		289.13	17.81
4508-WM-02/25	JP Morgan Chase Bank N.A.	Meyer Visa Card 02/01/2025-02/28/2025		02/28/2025	EFT	95291		289.13	
							Total	\$578.26	\$17.81
Month March 2025 Totals							\$17.81	\$0.00	\$17.81
Account Repairs and Maint- Vehicles Totals							\$17.81	\$0.00	\$17.81



MCSSA Detailed General Ledger

G/L Date Range 03/01/25 - 03/31/25

Include Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	520.690.730.55000 Miscellaneous Contractual Exp							Balance To Date:	\$4,852.12
03/03/2025	2025-00001300	JE	AP	A/P Invoice Entry	Accounts Payable		265.62		5,117.74
<i>Invoice Number</i>	<i>Vendor</i>	<i>Description</i>		<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>	<i>Distribution Amount</i>	
INV3-960004199	Securadyne Systems Intermediate LLC dba Adesta LLC	Adesta Invoice for February 2025		02/27/2025	EFT	95398	265.62	265.62	
							Total	\$265.62	\$265.62
Month March 2025 Totals							\$265.62	\$0.00	\$5,117.74
Account Miscellaneous Contractual Exp Totals							\$265.62	\$0.00	\$5,117.74
G/L Account Number	520.690.730.60000 Office Supplies							Balance To Date:	\$253.84
03/10/2025	2025-00001300	JE	AP	A/P Invoice Entry	Accounts Payable		204.39		458.23
<i>Invoice Number</i>	<i>Vendor</i>	<i>Description</i>		<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>	<i>Distribution Amount</i>	
(I) PC - 2167	JP Morgan Chase Bank N.A.	Building Management WILLIAM MEYER		02/28/2025	EFT	95291	289.13	103.86	
(I) PC - 2167	JP Morgan Chase Bank N.A.	Building Management WILLIAM MEYER		02/28/2025	EFT	95291	289.13	65.20	
(I) PC - 2167	JP Morgan Chase Bank N.A.	Building Management WILLIAM MEYER		02/28/2025	EFT	95291	289.13	35.33	
4508-WM-02/25	JP Morgan Chase Bank N.A.	Meyer Visa Card 02/01/2025-02/28/2025		02/28/2025	EFT	95291	289.13		
							Total	\$1,156.52	\$204.39
03/19/2025	2025-00001471	JE	AP	A/P Invoice Entry	Accounts Payable		10.99		469.22
<i>Invoice Number</i>	<i>Vendor</i>	<i>Description</i>		<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>	<i>Distribution Amount</i>	
23913632 031525	DS Services of America, Inc. dba Primo Water NA	Mill Creek Water		03/15/2025	EFT	95582	10.99	10.99	
							Total	\$10.99	\$10.99
Month March 2025 Totals							\$215.38	\$0.00	\$469.22
Account Office Supplies Totals							\$215.38	\$0.00	\$469.22
G/L Account Number	520.690.730.60010 Operating Supplies							Balance To Date:	\$272.22
03/10/2025	2025-00001292	JE	AP	A/P Invoice Entry	Accounts Payable		136.11		408.33
<i>Invoice Number</i>	<i>Vendor</i>	<i>Description</i>		<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>	<i>Distribution Amount</i>	
(I) PC - 2171	JP Morgan Chase Bank N.A.	Information Technologies ROBERT SHIVE		02/28/2025	EFT	95291	2,968.07	136.11	
5011-RS-02/25	JP Morgan Chase Bank N.A.	Shive Visa Card 02/01/2025-02/28/2025		02/28/2025	EFT	95291	2,968.07		
							Total	\$5,936.14	\$136.11
Month March 2025 Totals							\$136.11	\$0.00	\$408.33
Account Operating Supplies Totals							\$136.11	\$0.00	\$408.33
G/L Account Number	520.690.730.63020 Utilities- Intersect Lighting							Balance To Date:	\$1,568.52
03/03/2025	2025-00001300	JE	AP	A/P Invoice Entry	Accounts Payable		273.60		1,842.12
<i>Invoice Number</i>	<i>Vendor</i>	<i>Description</i>		<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>	<i>Distribution Amount</i>	
3383319000 325	ComEd	Mill Creek Utility Bill March 2025		02/27/2025	Check	386492	273.60	273.60	
							Total	\$273.60	\$273.60



MCSSA Detailed General Ledger

G/L Date Range 03/01/25 - 03/31/25

Include Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	520.690.730.63020 Utilities- Intersect Lighting							Balance To Date:	\$1,568.52
03/19/2025	2025-00001471	JE	AP	A/P Invoice Entry	Accounts Payable		132.03		1,974.15
<i>Invoice Number</i>	<i>Vendor</i>			<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>	<i>Distribution Amount</i>
0312236000 325	ComEd			Mill Creek Utility Bill March 2025	03/11/2025	Check	386609	132.03	132.03
							Total	\$132.03	\$132.03
03/21/2025	2025-00001471	JE	AP	A/P Invoice Entry	Accounts Payable		518.91		2,493.06
<i>Invoice Number</i>	<i>Vendor</i>			<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>	<i>Distribution Amount</i>
9107954000 225	ComEd			Mill Creek Utility Bill February 2025	03/07/2025	Check	386610	518.91	518.91
							Total	\$518.91	\$518.91
03/25/2025	2025-00001471	JE	AP	A/P Invoice Entry	Accounts Payable		83.99		2,577.05
<i>Invoice Number</i>	<i>Vendor</i>			<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>	<i>Distribution Amount</i>
39058116755 325	Nicor Gas			Mill Creek Utility Bill March 2025	03/20/2025	Check	386632	83.99	83.99
							Total	\$83.99	\$83.99
Month March 2025 Totals							\$1,008.53	\$0.00	\$2,577.05
Account Utilities- Intersect Lighting Totals							\$1,008.53	\$0.00	\$2,577.05
Sub-Department Mill Creek Special Service Area Totals							\$31,291.25	\$0.00	
Department Development Totals							\$31,291.25	\$0.00	
Fund Mill Creek Special Service Area Totals							\$31,291.25	\$0.00	
Grand Totals							\$31,291.25	\$0.00	



MCSSA Balance Sheet

Through 03/31/25
Consolidated Summary Listing

Classification	Current YTD Balance	Prior Year Total Actual	Net Change	Change %
Fund Category Governmental Funds				
Fund Type Special Revenue Funds				
ASSETS				
Cash and Cash Equivalents	687,944.97	1,029,081.38	(341,136.41)	(33.15)
Interest Receivable	4,145.98	4,145.98	.00	.00
Taxes Receivable	.00	1,039,033.91	(1,039,033.91)	(100.00)
ASSETS TOTALS	\$692,090.95	\$2,072,261.27	(\$1,380,170.32)	(66.60%)
LIABILITIES AND FUND EQUITY				
LIABILITIES				
Accounts Payable	18,553.12	206,350.25	(187,797.13)	(91.01)
Payroll Payable	(.01)	5,341.72	(5,341.73)	(100.00)
Other Current Liabilities	.00	1,041,423.50	(1,041,423.50)	(100.00)
LIABILITIES TOTALS	\$18,553.11	\$1,253,115.47	(\$1,234,562.36)	(98.52%)
FUND EQUITY				
Fund Balance- Unreserved	1,474,140.28	1,474,140.28	.00	.00
FUND EQUITY TOTALS Prior to Current Year Changes	\$1,474,140.28	\$1,474,140.28	\$0.00	0.00%
Prior Year Fund Equity Adjustment	654,994.48	.00		
Fund Revenues	(5,169.90)	(1,014,218.83)		
Fund Expenses	150,777.86	1,669,213.31		
FUND EQUITY TOTALS	\$673,537.84	\$819,145.80	(\$145,607.96)	(17.78%)
LIABILITIES AND FUND EQUITY	\$692,090.95	\$2,072,261.27	(\$1,380,170.32)	(66.60%)
Fund Type Special Revenue Funds Totals	\$0.00	\$0.00	\$0.00	+++
Fund Category Governmental Funds Totals	\$0.00	\$0.00	\$0.00	+++
Grand Totals	\$0.00	\$0.00	\$0.00	+++

**BY-LAWS OF
THE MILL CREEK SPECIAL SERVICE AREA ADVISORY BOARD
January 2012**

ARTICLE 1 - THE ADVISORY BOARD

SECTION 1: NAME OF BOARD

The name of the body shall be the "Mill Creek Special Service Area Advisory Board" (herein referred to as the "MCSSA Advisory Board," or "Advisory Board")

SECTION 2: PURPOSE

The purpose of the Advisory Board shall be to provide citizen advice and input to the Kane County Board on matters relating to the Mill Creek Special Service Area, as defined in Kane County Ordinance No. 94-356, adopted by the Kane County Board on December 13, 1994, and as expanded or otherwise amended from time-to-time. In order to accomplish its purpose, the Advisory Board shall:

- A. Consult with and advise the Kane County Board on policy matters which affect owners, residents and businesses located within the Mill Creek Special Service Area.
- B. Gather information and serve as a communication link between the Kane County Board and Mill Creek Special Service Area owners, residents and businesses; keep owners, residents and businesses informed of activities within the Mill Creek Special Service Area; and relay any problems, concerns and suggestions from such owners, residents and businesses to the Kane County Board.
- C. Participate in the subdivision and zoning processes within the Mill Creek Special Service Area by reviewing and evaluating project activities and making advisory recommendations as necessary and appropriate to the Kane County Board.

SECTION 3: MEMBERSHIP

- A. Selection: The Advisory Board shall consist of eight (8) members, appointed by the Kane County Board.
- B. Qualifications: The Advisory Board shall be comprised of at least five (5) members selected from one or more of the following groups from within the Mill Creek Special Service Area:
 - 1. Residential Property Owners: Must own and reside in either a single family or multi-family unit located within the Mill Creek Special Service Area.

2. Commercial Property Owner: Must own a commercially zoned property within the Mill Creek Special Service Area.
 3. Business Owner: Must own a business which is physically located in and operates from a property located within the Mill Creek Special Service Area.
- C. Term: Members terms shall be set by the Kane County Board, along with his or her Appointment to the Advisory Board.
- D. Termination: If a member is selected to the Advisory Board based on one of the qualifications set forth in subsection B above, and thereafter ceases to so qualify (e.g. by discontinued residency or business, sale of property or business, or termination of business), such membership shall be deemed terminated, and a replacement shall be appointed by the Kane County Board. Membership on the Advisory Board shall also terminate in the event a member shall have been absent from the number of meetings specified in these Bylaws.
- E. Vacancies: All vacancies shall be filled by appointment by the Kane County Board.
- F. Project Area Boundaries: The Project Area Boundaries shall be as defined in Kane County Ordinance No. 94-356, adopted by the Kane County Board on December 13, 1994, and as expanded or otherwise amended from time-to-time.

ARTICLE 2 - OFFICERS

SECTION 1: OFFICERS

- A. The officers of the Advisory Board shall be the Chairperson and the Vice-Chairperson.
- B. The Chairperson and Vice-Chairperson of the Advisory Board shall be designated annually by the Advisory Board members. No member shall serve for more than three (3) consecutive one (1) years terms in any one office. No member shall serve in more than one office at a time.

SECTION 2: CHAIRPERSON

The Chairperson shall preside at all meetings of the Advisory Board and sign all documents necessary to carry out the business of the Advisory Board. At each meeting, the Chairperson shall submit recommendations and information as he/she may consider proper concerning the business, affairs and policies of the Advisory Board. The Chairperson shall also have such other powers and perform such other duties as shall from time to time be granted or fixed by the members or the Bylaws.

SECTION 3: VICE-CHAIRPERSON

In the absence or disability of the Chairperson, the Vice-Chairperson shall perform all of the duties of the Chairperson, and when so acting shall have all the powers of and be subject to all

the restrictions of the Chairperson. The Vice-Chairperson shall also have such other powers and perform such other duties as from time to time shall be granted or fixed by the members or the Bylaws.

ARTICLE 3 - MEETINGS

SECTION 1: REGULAR MEETINGS

The Advisory Board shall meet regularly on the fourth Monday of each month, at the hour of 7:00pm, in the Special Service Area office located at 39w250 Herrington Blvd, Suite R-1, or at such other location as may be designated in writing from time-to-time. Notice of all regular meetings held as set forth above shall be dispensed with, except as may be determined by the members of the Advisory Board.

SECTION 2: ALL MEETINGS TO BE OPEN AND PUBLIC

All meetings of the Mill Creek Special Service Area Advisory Board shall be open to the public. ✱

SECTION 3: QUORUM

A majority of the members of the Advisory Board shall constitute a quorum for the purpose of conducting all business of the Advisory Board. Members who do not constitute a quorum, however, may adjourn any meeting from time to time until a quorum is obtained. (5)

SECTION 4: ATTENDANCE

Any member who, without good cause as determined by the remaining members of the Advisory Board, shall be absent from three meetings in a six month period shall be deemed to have vacated his/her membership.

SECTION 5: ORDER OF BUSINESS

In general, the agenda for meetings of the Advisory Board shall follow the order as shown below:

- A. Call to Order
- B. Roll Call
- C. Comments from the Public
- D. Approval of Minutes
- E. Financial Report
- F. Communications
- G. Kane County Board of Directors Report
- H. Items requiring Advisory Board Action
- I. Other Business
- J. Adjournment

SECTION 6: MINUTES

Minutes of the Advisory Board shall be in writing and shall be kept by a Kane County staff member designated by the Kane County Board. Copies of the minutes of each Advisory Board meeting shall be made available to each member of the Advisory Board. Minutes shall be reviewed and approved by the Advisory Board.

ARTICLE 4 - SUBCOMMITTEES

SECTION 1: ESTABLISHMENT

The Advisory Board shall have the authority to establish subcommittees as necessary to accomplish the purposes set forth in Article 1, Section 2 of these Bylaws.

SECTION 2: MEMBERSHIP

- A. Number and Selection: Subcommittees shall consist of at least three (3) and no more than seven (7) members and shall be appointed by the Advisory Board.
- B. Qualifications: Subcommittee members shall be selected from one or more of the following groups from within the Mill Creek Special Service Area:
 - 1. Residential Property Owners: Must own and reside in either a single family or multi-family unit located within the Mill Creek Special Service Area.
 - 2. Commercial Property Owner: Must own a commercially zoned property within the Mill Creek Special Service Area.
 - 3. Business Owner: Must own a business which is physically located in and operates from a property located within the Mill Creek Special Service Area.
- C. Term: Subcommittee members shall serve for a one (1) year term or until the project for which the subcommittee was established is completed, whichever is sooner.
- D. Termination: If a subcommittee member ceases to qualify based on one of the qualifications set forth in subsection B above (e.g. by discontinued residency or business, sale of property or business, or termination of business), such membership shall be deemed terminated, and a replacement shall be appointed by the Advisory Board. Membership on a subcommittee shall also terminate in the event a member shall have been absent from three meetings in a six month period.
- E. Vacancies: All subcommittee vacancies shall be filled by the Advisory Board.

SECTION 3: SUBCOMMITTEE REPORTS

The subcommittee shall submit written reports to the Advisory Board. The reports shall summarize the subcommittee's activities, findings and recommendations on matters for which the subcommittee was established.

ARTICLE 5 - AMENDMENTS

SECTION 1: AMENDMENTS OF BY-LAWS

The Bylaws of the Advisory Board may be amended upon the affirmative vote of at least three-fifths (3/5) of the membership of the Kane County Board at a regular or special meeting, but no such amendment shall be adopted unless at least thirty days written notice thereof has previously been given to all members of the Advisory Board. Notice of any such amendment shall identify the section or sections of the Bylaws proposed to be amended.

ARTICLE 6 - MANNER OF ACTING / AUTHORITY

SECTION 1: MANNER OF ACTING

Where not otherwise provided, Robert's Rules of Order, most recent edition, shall be the standard of parliamentary procedure for all meetings of the Advisory Board and its subcommittees.

SECTION 2: AUTHORITY

The Advisory Board is purely advisory in nature. Neither the Advisory Board nor any member or subcommittee thereof shall have any power to enter into any contract for or on behalf of Kane County or the Special Service Area.

Current Meeting Schedule for Mill Creek Special Service Area

SSA 2025 Meeting Schedule:

- January 27, 2025
- February 24, 2025
- March 31, 2025
- April 28, 2025
- May 19, 2025
- June 30, 2025
- July 28, 2025
- August 25, 2025
- September 29, 2025
- October 27, 2025
- November 24, 2025
- December 29, 2025

**ALL MEETINGS ARE HELD AT 6:30 PM ON THE FOURTH MONDAY of
The Month AT:**

Valleybrook Community Church

0N377 N Mill Creek Drive

Geneva, IL 60134

Proposed Meeting Schedule (Every other month)

SSA 2025 Meeting Schedule:

- January 27, 2025
- February 24, 2025
- March 31, 2025
- April 28, 2025
- May 19, 2025
- July 28, 2025
- September 29, 2025
- November 24, 2025

**ALL MEETINGS ARE HELD AT 6:30 PM ON THE FOURTH MONDAY of
The Month AT:**

Valleybrook Community Church

0N377 N Mill Creek Drive

Geneva, IL 60134

***Removes meetings for June, August, October, and December.**